

~~CONFIDENTIAL~~COPY NO. 53

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*Dissemination*CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER NO. 12INTERIM POLICY AND PROCEDURE FOR
DISSEMINATION OF INTELLIGENCE PRODUCED BY C.I.G.

1. This memorandum prescribes an interim policy and procedure for the dissemination of intelligence produced by C.I.G. As the new organization develops, desirable changes will be made to meet organizational requirements.

2. The Office of Dissemination will determine what distribution will be given to each item of finished intelligence. This will be in close collaboration with OR & E and interested offices and staffs, and subject to special instructions of the Director where high-level or sensitive subjects are concerned. Resultant decisions will be recorded in Dissemination Orders published by the Assistant Director for Dissemination with signature form reading "For the Director of Central Intelligence." The action copy will go to the Communications Division of the Personnel and Administration Branch, with information copies to the Executive Director and appropriate offices and staff.

3. Physical distribution of items will be made by the Communications Division of the P & A Branch, in accordance with Dissemination Orders received. The Communications Division will maintain appropriate records and pending further instructions, will maintain storage of surplus. Report of completion of distribution will be made to the Office of Dissemination.

4. Until the Branches of the Office of Dissemination are organized with sufficient personnel to function adequately, there should be no material change in the present procedure for preparation of material in final form and dissemination. OR & E should continue to complete and publish the required copies of its finished intelligence and deliver them direct to Central

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Records for distribution in accordance with existing instructions. The Office of Dissemination is prepared to issue necessary Dissemination Orders but is not yet prepared to receive intelligence materials directly from the OR & E.

5. In general, all items of intelligence produced by C.I.G. will be disseminated within C.I.G. to the Director, the Executive Director, the Chief of ICAPS, the Assistant Directors, and the Secretary, NIA, in order that each may evaluate the adequacy of CIG intelligence as applicable to his office and the agencies. Exceptions will be those specific high-level studies for which the Director gives special instructions. Further dissemination of Special or Top Secret Intelligence within C.I.G. offices will be limited by the senior officer of each office to those individuals who "need to know" in order to carry on their work properly.

6. Smooth operation will be greatly facilitated if all offices will refer any questions which may arise concerning dissemination to the Office of Dissemination for coordination or decision.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Colonel, CAC
Executive for Personnel
and Administration